

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Chief, Plans and Policy Staff

SUBJECT: English Dictionary

DATE: 28 October 1952

1. The compilation of material for a [redacted] English dictionary sponsored by FSI under the direction of Professor [redacted] University has been completed. This material, in its present form (on 3x5 cards), is of little use.

2. The Department of State, without sufficient funds to prepare this material in manuscript form for publication, has raised the question of Agency support for this purpose.

3. Prior to sponsoring this project, it was ascertained, after evaluation of existing materials, that there was a definite need for a [] English dictionary that was up to date and that included colloquial and conversational vocabulary.

4. Agency support to this project could be accomplished by clerical support rather than dollar support. Preparation of the manuscript could be undertaken as a work project in the Personnel Pool with the Department of State furnishing technical supervision. It is estimated that about 1,000 man-hours of clerical work, mostly typing, would be required for this project. Clerical personnel with some knowledge of [redacted] would be valuable for this work, if available. No clearance, other than provisional, is required.

5. Once the manuscript has been completed, publication can proceed. There is a good prospect that the prepared manuscript will be published, either by a commercial publishing firm [] or by the International Information Administration, though final arrangements have not been completed.

6. The Chief, Language Services Division, concurs in the worth of this project and recommends that Agency support (clerical) be given to it.

It is recommended that:

a. Agency support be furnished to the Department of State because of the need for and value of this project.

b. Agency support consist of clerical rather than dollar support, and that preparation of the manuscript for publication be undertaken as a work project in the Personnel Pool with the Department of State furnishing technical supervision.

c. The attached memorandum be signed and forwarded to the AD/Personnel through the ADD/A. [redacted]

Document No.

NO CHANGE in Class.

☐ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth:

Date: 020378 By: _____

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SECURITY INFORMATION

28 October 1952

MEMORANDUM FOR : Assistant Director (Personnel)
THROUGH : Assistant Deputy Director (Administration)
SUBJECT : Clerical Support to the Department of State

25X1 1. The Department of State has raised the question of clerical support by the Agency for the purpose of preparing material for a [] English dictionary (now on 3x5 cards) in the form of a manuscript for publication.

2. It has been ascertained that there is a definite need within the offices of CIA for such a dictionary.

25X1 3. It is estimated that the completion of the manuscript would require about 1,000 man-hours of clerical work, mostly typing. Because of the nature of the work, clerical personnel with some knowledge of [] would be valuable. No clearance, other than provisional, is required. There is no priority on this project.

4. It is requested that you approve this project so that it may be undertaken in the Personnel Pool and so that Agency support to the Department of State may be accomplished.

5. If this project is approved, I will make the necessary arrangements with appropriate individuals in the Department of State and in the Personnel Office for carrying it out.

5/
MATTHEW BAIRD
Director of Training

Dispatched 29 Oct '52

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